

## All About Clait Plus Using Microsoft Powerpoint 2007 For Clait 2006 Unit 5

Covers the skills needed for CLAIT and CLAIT Plus. This work gives students the skills they need to make the most of Office 2000. It includes assignments in every chapter that cover Word, Excel and Access.

The 4th guide in the CLAIT Plus 2006 series helps you to understand design briefs, house styles and the elements that compose them. You will learn the skills necessary to create, edit and print multiple page publications, including copyfitting techniques and the use of proof correction symbols. You will be able to prepare files for an outside printing service and to print composite and colour separated proofs. Endorsed by OCR.

All about CLAiT Plus using Microsoft PowerPoint 2000for OCR CLAiT Plus 2006.

Design an e-presentationAll About ResourcesAll About CLAiT Plus Using Microsoft PowerPoint 2003All About ResourcesAll about CLAiT Plus using Microsoft PowerPoint XP.for OCR CLAiT Plus 2006. Design an e-presentationAll About ResourcesAll About CLAiT Plus Using Microsoft Word 2007 - Unit 1All About ResourcesAll about CLAiT Plus using Microsoft Word 2000for OCR CLAiT Plus 2006. Integrated e-document productionAll About ResourcesAll about CLAiT Plus using Microsoft Excel 2000Unit 2 - Manipulating spreadsheets and graphsAll About ResourcesAll about CLAiT Plus using Microsoft Word XP.for OCR CLAiT Plus 2006. Integrated e-document productionAll About ResourcesAll About CLAiT Plus Using Microsoft Excel 2007 - Unit 2All About ResourcesAll About CLAiT Plus Using Microsoft PowerPoint 2007 - Unit 5All About ResourcesAll about CLAiT Plus using Microsoft Access 2003for OCR CLAiT Plus 2006. Creating and using a databaseAll About ResourcesAll about CLAiT Plus using Microsoft Outlook XP.for OCR CLAiT Plus 2006. Electronic communicationAll About ResourcesAll About CLAiT Plus Using Microsoft Outlook 2003All About ResourcesAll About CLAiT Plus Using Microsoft Excel 2003 - Unit 2 Manipulating Spreadsheets and GraphsAll About ResourcesAll About CLAiT Plus Using Microsoft FrontPage 2002 - Unit 7All About ResourcesAll About CLAiT Plus Using Microsoft Access 2007 - Unit 3All About ResourcesAll About CLAiT Plus Using Microsoft Outlook 2000 - Unit 8All About ResourcesAll About CLAiT Plus Using Microsoft FrontPage 2000 - Unit 7All About ResourcesAll About CLAiT Plus Using Microsoft Publisher 2000 - Unit 4All About ResourcesAll About CLAiT Plus Using Microsoft Publisher 2003 - Unit 4All About ResourcesAll About CLAiT Plus Using Microsoft Publisher 2007 - Unit 4All About ResourcesAll about CLAiT Plus Using Microsoft Expression WebAll about Using New CLAiT Plus Using Microsoft Expression WebLearning to Use Office 2000 for New CLAIT & CLAIT PlusHeinemann

The 2nd guide in the CLAIT Plus 2006 series provides comprehensive cover of the skills needed to produce professional spreadsheets and charts. You will learn how to create, format and maintain spreadsheets and how to create and format many types of chart. You will also be able to produce hard copy of charts and spreadsheets, including those displaying formulas. Endorsed by OCR.

The 3rd guide in the CLAIT Plus 2006 series will teach you how to design, create and save a database, to add, amend and delete fields and records. You will learn how to import data and how to interrogate a database using complex criteria. Additionally, you will be able to create and format reports and to present data professionally. Endorsed

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by OCR.

The 8th guide in the CLAIT Plus 2006 series covers the advanced features of this personal information management software. You will be able to use advanced facilities to co-ordinate e-mail communications, create and use an address book of contacts and enter and amend information in the various Outlook folders. You will also learn how to manage mailbox and calendar files and folders, and to produce hard copy of weekly schedules, contact details and messages. Endorsed by OCR.

The 1st guide in the CLAIT Plus 2006 series will give you an understanding of files and folders, including file protection. You will be able to use a word processor to enter and amend data, as well as to perform mail merge. You will learn how to work with tables and to import and manipulate various objects. The guide will teach you the skills needed to apply a specified house style to documents and to check your work for accuracy. Endorsed by OCR.

The 5th guide in the CLAIT Plus 2006 series shows you how to produce professional presentations. You will be able to set up a presentation using master slides that follow a specified house style. You will be able to manipulate data, graphics and slides using a variety of techniques as well as control the final presentation and print supporting documents. Endorsed by OCR.

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The 7th guide in the CLAIT Plus 2006 series will teach you how to create multiple page webs, to insert and manipulate text and images, create and insert tables from a spreadsheet. You will learn how to work with lists and bookmarks, to create and test internal, external and e-mail hyperlinks. The guide will give you the skills to create forms, to download images and text and to upload, publish and test a web site. Endorsed by OCR.

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